Test Team

NEW LOOK

03042014

Exporting Search Results to Microsoft Excel

Table of contents

- **Introduction**
- **Steps on exporting search results into excel.**

Test Team

NEW LOOK

03042014

Introduction

Jira enables you to easily export your search results into Microsoft Excel. This can be a useful way to format data and create your own customised reports, graphs and charts.

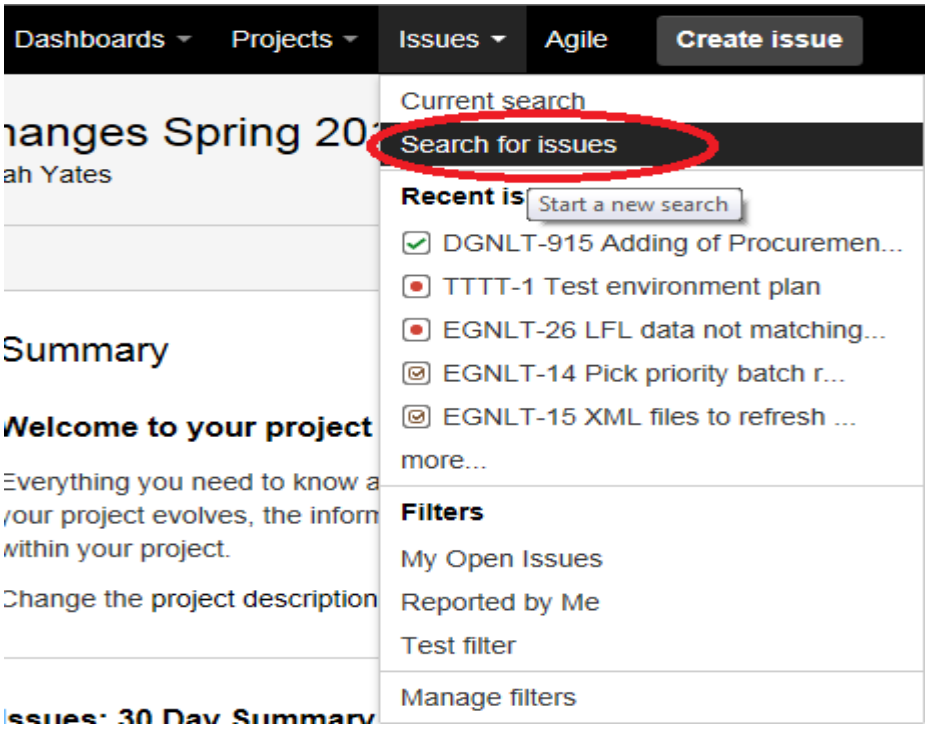
This document will explain how to export search results into

Microsoft Excel.

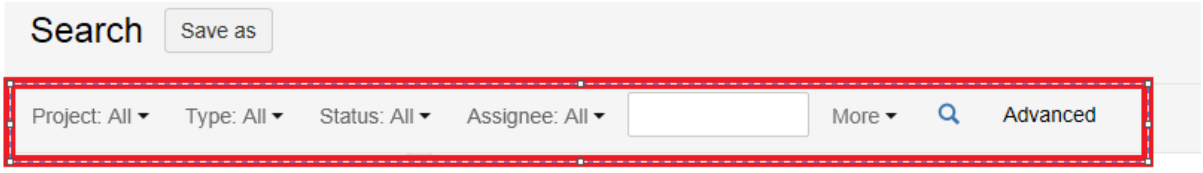
Steps

1 Log into your JIRA account. Select the **Issues** tab from the top menu. From the drop-down menu, choose **Search for Issues**

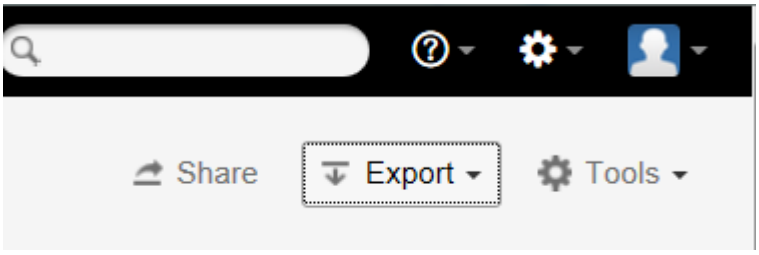
Exporting Search Results to Microsoft Excel



2. Refine your search. How to do this can be found in the **Basic Searching** user guide.



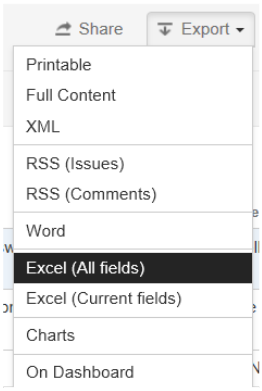
3. Click the **Export** button at the top right of the screen.



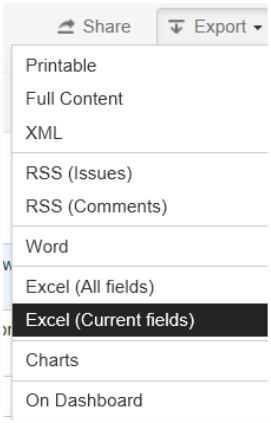
Exporting Search Results to Microsoft Excel

4. From the drop down menu, you can choose one of the following:

- **Excel (All Fields) -** This will create a spreadsheet column for every issue field (excluding comments).



- **Excel (Current Fields) –** This will create a spreadsheet column for the issue fields that are currently displayed in your Issue Navigator.



5. The below message may appear at the bottom of your screen. Choose whether you wish to open or save the document .

6. If saving the document, save it in your project folder with a suitable name. If opening the file, it should look something like the example below.

Exporting Search Results to Microsoft Excel

Test Team

NEW LOOK

03042014

NEW LOOK

Newlook Retailers Ltd

Displaying **5** issues at **03/Jul/14 10:50 AM**.

Project	Key	Summary	Issue Type	Status	Priority	Resolution	Assignee	Reporter	Creator	Created	Last Viewed	Updated	Resolved	Affect
JIRA TEST	JT-5	User cannot log in	Bug	Resolved	Major	Fixed	kevin rolls	kevin rolls	kevin rolls	02/07/2014 10:16	03/07/2014 10:28	02/07/2014 10:21	02/07/2014 10:20	Versio
JIRA TEST	JT-4	Test question	Question	Open	Minor	*Unresolved*	Michelle Welch	Michelle Welch	Michelle Welch	01/07/2014 14:25	03/07/2014 10:28	01/07/2014 14:25		Versio
JIRA TEST	JT-3	Test jira	Bug	Open	Trivial	*Unresolved*	Deepa Nair	Deepa Nair	Deepa Nair	01/07/2014 11:07		01/07/2014 11:07		
JIRA TEST	JT-2	bug number 2	Bug	Open	Major	*Unresolved*	kevin rolls	Erin Sales	Erin Sales	23/06/2014 14:31		23/06/2014 14:31		
JIRA TEST	JT-1	Bug	Bug	In Progress	Major	*Unresolved*	Michelle Welch	Erin Sales	Erin Sales	23/06/2014 14:29		02/07/2014 10:21		

Generated at Thu Jul 03 10:50:15 BST 2014 by Emma Gardner using JIRA 6.2.6#6264-sha1:ee7642271310c03537d01e5848a003c4438a0eed.

Exporting Search Results to Microsoft Excel